

# EMPLOYMENT OPPORTUNITIES

**July 25, 2016**



*Serving the military communities of United States Army Garrison Bavaria*



## **What's Inside**

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Non Appropriated Funds (NAF) Opportunities  
DECA Opportunities  
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Contracting Opportunities  
AAFES Opportunities  
Other Local Employment

*Contact your local ACS Employment Readiness Program  
Rose/Tower Barracks Military Communities: 09662-83-2650  
Hohenfels Military Community: 09472-83-3401  
Garmisch Military Community: 08821-750-3526*

# EMPLOYMENT READINESS PROGRAM

## ***What is the Employment Readiness Program?***

*The Employment Readiness Program provides information and referral services on employment, education, training, transition, and volunteer opportunities to give Family members the competitive edge needed to secure meaningful employment. ERP offers up-to-date information on available employment opportunities, market and job trends, education, and volunteer resources to help individuals make informed decisions when seeking employment. Services offered by the ERP include classes and seminars related to employment:*

*Career exploration  
Resume writing  
Interviewing techniques  
Dressing for success  
Networking  
Entrepreneurship  
Individual career assessment and counseling*

### ***Upcoming Classes:***

#### ***Hohenfels ACS***

*Resume Writing-July 27*

*Career Planning-August 10*

#### ***Vilseck ACS***

*Resume Writing-July 28*

*Career Planning- August 11*

### ***For More Information:***

***Bruce Schamburek***  
***ERP Manager***

***[Bruce.L.Schamburek.civ@mail.mil](mailto:Bruce.L.Schamburek.civ@mail.mil)***

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EMPLOYMENT READINESS PROGRAM

**Build & Enhance**

YOUR CAREER

*Upcoming*

**Employment Readiness Classes at ACS**

## **RESUME WRITING CLASS**

Learn how-to write Civilian Resumes,  
navigate USA JOBS and create  
Cover Letters for the job you want

Hohenfels ACS — 27 July

Rose Barracks ACS — 28 July

*Contact ACS to reserve a seat!*



**Where Career Success Begins**



**USAG BAVARIA ARMY COMMUNITY SERVICE**

**ROSE BARRACKS**  
09662-83-2650

**TOWER BARRACKS**  
09641-83-8371

**HOHENFELS**  
09472-83-4860

**GARMISCH**  
08821-750-3777

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## ***Build skills while you search for jobs!***

*Finding a job can take some time. While you search you can build new skills, or keep previous skills current, by volunteering. In addition, you will build professional relationships with other members of our community while giving back.*

*To get started, please log on to <http://www.myarmyonesource.com> and register for your free account today! You will gain immediate access to all of the volunteer opportunities in your military community. If you are already registered with MyArmyOneSource, please update your profile to reflect your new duty location.*

*During registration, or profile update, please choose from the following options:*

*Vilseck/Grafenwoehr: **Military Community Affiliation:** USAG Bavaria **Country:** Germany (located under IMCOM Europe)*

*Hohenfels: **Military Community Affiliation:** USAG Hohenfels **Country:** Germany (located under IMCOM Europe)*

*Garmisch: **Military Community Affiliation:** USAG Garmisch **Country:** Germany (located under IMCOM Europe)*

*If you have any questions regarding this process, or need assistance, please contact your local Volunteer Services office at Army Community Service (ACS) for more information.*

*Vilseck/Grafenwoehr: DSN: 476-2650 CIV: 09662-83-2650*

*Hohenfels: DSN: 466-4860 CIV: 09472-83-4860*

*Garmisch: DSN: 440-3777 CIV 0882-1750-3777*

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# ***Tips for Applying on USAjobs.gov***

## ***Should you use the USAJOBS Resume Builder?***

*YES, it is recommended that you use the resume builder on the site when applying for federal positions.*

*It does give you the option to upload your own civilian resume but if the resume you upload does not include all of the information required on the federal resume, you may not be considered for the position.*

*When utilizing the resume builder, it is in your best interest to review the job posting and ensure that your resume reflects EXACTLY what they are looking for. This pertains to previous work and education experience, as well as required skills necessary for that job.*

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***Follow this link for a step by step guide on how to use the resume builder:***

[https://help.usajobs.gov/images/7/76/resume\\_tutorial.pdf](https://help.usajobs.gov/images/7/76/resume_tutorial.pdf)

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## ***Claiming Preference?***

*There are several methods available to claim preference in federal hiring. Military Spouse Preference is one most often used here in USAG Bavaria!*

*To claim this, a military spouse must include complete PCS orders assigning the service member to the relevant duty station with the spouse's name listed, along with the marriage certificate or license.*

*Please note, the marriage must have taken place PRIOR to the PCS to qualify.*

*Military spouses have 2 years from the time of PCS to utilize preference option and it can only be used once per duty station. This means that if the spouse uses preference and is hired, they cannot use it again in the area. If they are NOT hired after using preference, they may utilize military spouse preference again.*

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## ***Appropriated Funds (AF) Opportunities***

### **Hohenfels**

*\*NO AF OPPORTUNITIES\**

Note closing dates and times in the job posting. Often these positions close at 11:59 Eastern Time, which gives European applicants a bit more time to apply!

### **Grafenwoehr/Vilseck**

Health System Specialist – Closes 7/25

Medical Technician – Closes 7/29

Interdisciplinary Engineer - Closes 7/25

ITAM Program Coordinator – Closes 7/26

IT Specialist – Closes 8/1

Assistant Commissary Officer – Closes 8/3

Training Instructor – Closes 8/4

### **Garmisch**

Alumni Relations Specialist – Closes 8/8

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## ***Non Appropriated Funds (NAF) Opportunities***

**Pay Attention to the  
information given in  
the job posting.  
Some NAF positions  
DO NOT ALLOW  
ONLINE  
APPLICATIONS...  
You must hand  
deliver or email  
your job  
application!**

### **Grafenwoehr / Vilseck**

Program Associate (Pre-Kindergarten) – Closes  
7/25

Supervisory Sports Specialist – Closes 7/26

Supervisory Program Specialist – Closes 7/29

Child and Youth Program Assistant – Closes 8/10

CYS Program Associate Instructor (Gymnastics) -  
Closes 8/31

CYS Program Associate Instructor (Piano) – Closes  
8/31

CYS Program Associate Instructor (Dance) –  
Closes 8/31

Custodial Worker – Closes 8/31

### **Hohenfels**

Lead Child and Youth Program Assistant –  
7/25

Child and Youth Program Assistant (Entry,  
Skill, Target Level) – Closes 8/31

### **Garmisch**

***\*NO NAF OPPORTUNITIES\****

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***Positions available in all military communities and listings can be found on [USAJOBS](https://www.usajobs.gov)***

## **Continuously Open Opportunities**

01JAN2016 – 31DEC2016

- Store Worker
- Sales Store Checker
- Store Associate
- Food Service Worker
- Teller
- Commissary Support Clerk



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Search for employment opportunities directly on the **DoDEA website**.

You will then be re-directed to USAJOBS to complete your application.

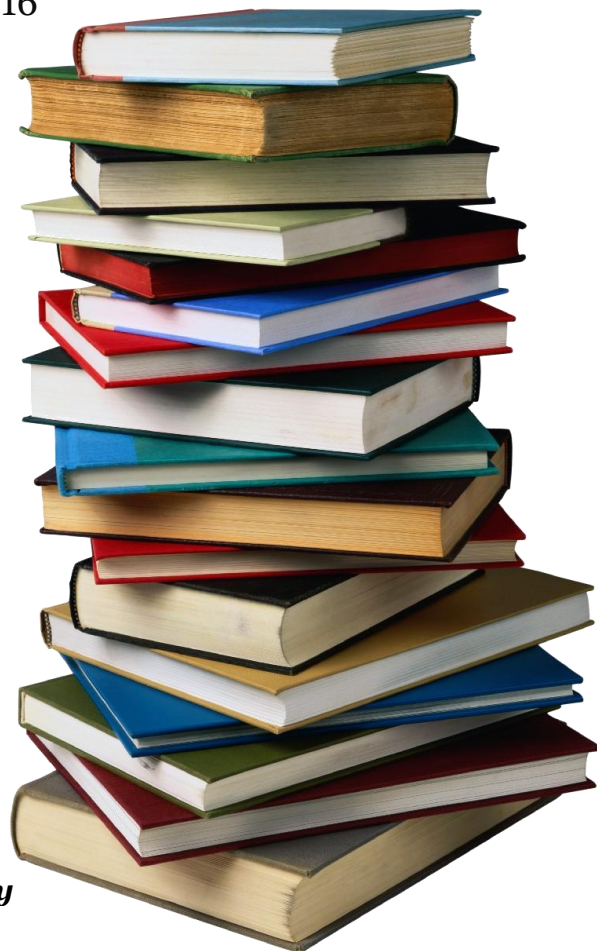
## Continuously Open Opportunities

01JAN2016 - 30JUN2016

### Bavaria Vacancies

- School Clerk (OA)
- Educational Aid
- Library Technician (OA)
- Health Technician (OA)
- Office Automation Assistant
- School Information Assistant (OA)
- School Support Assistant (OA)
- School Support Assistant
- School Secretary (OA)
- Transportation Assistant (OA)
- Secretary (OA)
- Substitute Teacher

***\*\*If you previously applied for last school year, you should apply again for this upcoming school year to be considered! The schools post continuously open positions twice a year (January and July)\*\****



**DoDEA Europe/Pacific Community Superintendent**

– Closes 8/25

**Professional Practice and Improvement Specialist (PPIS)**

– **First Cut-off 5/20** (Closes 10/20)

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**IMPORTANT NOTICE:** To search for positions with AAFES please visit:

[Apply Now](http://www.applymyexchange.com) – [www.applymyexchange.com](http://www.applymyexchange.com)

Click “Search Openings” (View current job opportunities, or search on specific criteria to find jobs that match your interests.)

- Exchange Location: Germany
- Then select Vilseck, Grafenwoehr, Hohenfels, Garmisch or Oberammergau

<u>Job Title</u>	<u>Exchange Location</u>	<u>Facility Name</u>	<u>Employment Category</u>
STORE ASSOC - Open Cont Posting	Germany - - Grafenwoehr	GRAF SHOPPETTE	Temporary Part Time
FOOD SERVICE WORKER	Germany - - Hohenfels	HOHENFELS ANTHONY'S	Regular Part Time
MOBILE SALES ASSOC	Germany - - Grafenwoehr	GRAFENWOEHR PIZZA HUT	Regular Part Time
FOOD SERVICE WORKER	Germany - - Vilseck	VILSECK POPEYS 4093	Temporary Part Time
STORE ASSOC	Germany - - Grafenwoehr	GRAF SHOPPETTE	Intermittent
FOOD SERVICE WORKER	Germany - - Vilseck	VILSECK POPEYS 4093	Regular Part Time
FOOD SERVICE FOREMAN	Germany - - Grafenwoehr	GRAF TACO BELL FC	Regular Part Time
FOOD SERVICE WORKER	Germany - - Vilseck	VILSECK CHARLEYS 0344	Regular Part Time
FOOD SERVICE WORKER	Germany - - Grafenwoehr	GRAF POPEYES FC	Regular Part Time

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## Local National (LN) Employment Opportunities

For all non-US citizens or those with dual citizen status –  
To search for local national positions please visit:

[U.S. Army Civilian Human Resources Agency – Europe Region](#)

Find Germany and select:

‘Announcements/Stellenausschreibungen’

<a href="#">16MAY0JJGARM0X4006</a> <a href="#">56</a>	Educational Technician/ Kinderpfleger/in, temp. part- time	C1- 1702	02/03/0 4	27-Jul- 16	Garmisch
<a href="#">16MAY0JJ7ATC0X41387</a> <a href="#">0</a>	Language Assistant / Verwaltungsang. (Dolmetscher/Uebers./EDV- Anwender/in) permanent full- time pos.	C1- 1046	5A	27-Jul- 16	Grafenwoehr
<a href="#">16MAY0JJAMCE0X4246</a> <a href="#">22</a>	Mobile Equipment Service Technician/Servicetechniker/in (Nutzfahrzeuge), permanent full-time pos.	C1- 5803	4A	25-Jul- 16	Grafenwoehr
<a href="#">16APR0JJAMCE0X36575</a> <a href="#">8</a>	ACCOUNTS MAINTENANCE CLERK (OA) / Verwaltungsang. (EDV- Anwender/in), permanent full time position	C1- 0525	04	08-Aug- 16	Grafenwoehr
<a href="#">16MAY0HUACCE0X3740</a> <a href="#">88</a>	Contract Specialist / Einkaufefer/in, multiple permanent full-time positions	C1- 1102	06/6A	Until Filled	Grafenwoehr
<a href="#">16MAY0JJ409B0X41752</a> <a href="#">9</a>	Maintenance Supervisor (PM)/Betriebsmeister/in (Anlagen- und Geraeteinstanthlgt.), per. full time	D1- 4701	03	04-Aug- 16	Grafenwoehr
<a href="#">16JUN0JJAMCE0X47114</a> <a href="#">9</a>	Heavy Mobile Equipment Repair Inspector /	C1- 5803	05	03-Aug- 16	Grafenwoehr

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	Schwergeraeteinspektor/in, permanent full-time position				
<u>16JUN0JJ409B0X456297</u>	Workforce Development Assistant / Ang. (Betriebsorganization) permanent full-time position	C1- 0303	5A	26-Jul- 16	Grafenwoehr
<u>TEACHER NETZABERG ES</u>	Teacher (German Language/Intercultural Program)/Lehrer/in (Deutsche Sprache u. Landeskunde) perm ft	CH- 1710	02	Until Filled	Grafenwoehr
<u>FEB0JJAMCE0X229568- 1</u>	Cook / Koch/Koechin (Schichtfuehrer/in), permanent full-time position (39 hpw)	AH- 7404	05/06	Until Filled	Grafenwoehr
<u>16JUN0JJAMCE0X45347 5</u>	Food Service Worker / Kuechenhelfer/in, 4 permanent full-time positions	A1- 7408	02	Until Filled	Hohenfels
<u>NOV0JJ409B0X060773- 1</u>	Pest Controller / Schaedlingsbekaempfer/in, temporary full time position NTE: 2 years	A3- 5026	04/05/0 6	Until Filled	Hohenfels
<u>APR0JJ409B0X363270-1</u>	Information Technology Specialist (Systems Administration) / Datenverarbeitungsfachmann/ frau perm ft	C1- 2210	07	03-Aug- 16	Hohenfels
<u>16MAR0REUCM0X29939 0</u>	Assistant Student Allocation Representative (OA) / Verwaltungsang. (EDV- Anwender/in), temp part-time	C1- 0303	04	Until Filled	Oberammerga u
<u>16JAN0HREUCM0X1980 52</u>	Chambermaid / Reiniger/in (Zimmermaedchen), temporary part-time position, NAF, NTE 12 month	H1- 3566	01	Until Filled	Oberammerga u
<u>MAY0HREUCM0X396825 -1</u>	IT Specialist (VOIP and Network Administrator) /	C1- 2210	6A	Until Filled	Oberammerga u

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	Datenverarbeitungsfachmann/ frau temp full-time pos				
<u>16JUN0HUMEDC0X4563</u> <u>71</u>	Inventory Management Specialist/ Sachbearbeiter/in (Materialverwaltung)- perm. full-time position	C1- 2010	06	29-Jul- 16	Vilseck
<u>16JUN0JJDEA0X46140</u> <u>9</u>	Teacher (German Lang/Intercul Program)/Lehrer/in (Deutsche Sprache u. Landeskunde),temp part-time	CH- 1710	02	03-Aug- 16	Vilseck
<u>16JUN0JJ7ATC0X46231</u> <u>9</u>	Administrative Support Assistant / Verwaltungsangestellte/r, permanent full time position	C1- 0303	05	04-Aug- 16	Vilseck

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Grafenwoehr

# IS HIRING!

We are currently seeking a **FULL-TIME** Center Operations Specialist

**WHAT DOES IT TAKE TO BE THE CENTER OPERATIONS SPECIALIST?**

- You need to be a master of providing great customer service – friendly, welcoming, helpful, and knowledgeable about the Center.
- You need to have a “do what it takes” attitude – whether cleaning the area, restocking supplies, or maintaining logs and records, you need to appreciate how little things add up to create the USO experience.
- You need to be responsible, and take pride in doing your job well.
- Like any USO employee, you need to demonstrate integrity and trust; respect and appreciation of colleagues; action-orientation; and focus on the USO customer experience.

**KEY PRIORITIES INCLUDE:**

- Interact with visitors to the Center, creating a warm and welcoming environment. Be knowledgeable about USO programs and classes so you can accurately provide information.
  - Maintain all activity areas in terms of cleanliness, stock level, and working order of equipment.
  - Complete required reports, logs and records accurately and on-time.
- Supervise and direct volunteers during each shift.

For more information on how to apply, visit [www.uso.org/careers](http://www.uso.org/careers). Please note that resumes and applications may only be submitted online and will not be accepted at a USO center.

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**Job Opportunity Germany  
(Grafenwoehr)**

LCSW - License Clinical Social Worker  
Master's Degree in Social Work  
Independent License in any of the 50 States  
2 year of Clinical/Behavioral Health/Therapy  
services in the past 5 years

Interested candidates please submit your  
resume to

**[sharmon@sterlingmedcorp.com](mailto:sharmon@sterlingmedcorp.com)**

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BFrench Consulting, GmbH is a Germany-based Service-Disabled Veteran-Owned Small Business (SDVOSB), providing Professional Management and Health Care Consulting Solutions to Government Service Organizations.

### **JOB OPENING**

Full time employee (8 hours per day)

Rose Barracks, Vilseck, Germany

Posted: July 2016

POSITION	START DATE
Family Advocacy Program Administrative Services	1 August 2016

### **JOB DESCRIPTION:**

- Administrative Support
- Telephone services
- Documentation management, recordkeeping and filing functions
- Prepare and manage reports and correspondence
- Develop databases
- Schedule FAP classes
- Update existing materials
- Document all necessary data in die ACS client Tracking System (CTS)



**QUALIFICATIONS:**

- Fluency in English (speaking, reading and writing)
- Computer skills (MS Office, Internet, Email)
- Experience managing files (18 months in an Army setting or at least one year managing files in an office setting)
- Experience preparing correspondence (18 months in an Army setting or at least one year managing files in an office setting)
- Ability to type 20 words per minute
- Knowledge of the military system and military family lifestyle
- Knowledge of Army Family support system and Army Community Service and its programs
- Ability to access the installation

This position will begin on 1<sup>st</sup> August 2016  
Contract duration terminates on 31<sup>st</sup> July 2017  
Optional extension until 2019

**APPLICATION PROCESS:**

Any interested persons in this position should submit resume, cover letter, and any applicable proof of certification highlighting the above qualifications to Ms. Anna Hug, Office Manager via

E-Mail to [anna.hug@consult-bfrench.com](mailto:anna.hug@consult-bfrench.com)





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E-Mail to [anna.hug@consult-bfrench.com](mailto:anna.hug@consult-bfrench.com)

# Grafenwoehr Digital Training Facility

## **Job Title**

### **Digital Training Facility Manager**

## **Description**

- The Digital Training Facility Manager works under close personal supervision and is provided detailed written or oral guidance before and during assignments.
- As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.
- It is preferable that the successful candidate have general knowledge of software applications, operating
- IT equipment experience, workstation set-up, and have familiarity with networked systems.
- It is also preferred that the successful candidate have customer service experience including resolving issues related to desktop IT resources.
  - In addition, work may be required on weekends or nights
- .- The successful candidate shall complete a NACI personnel security investigation resulting in a favorable review.
- This position is subject to the Department of Labor wage rate minimum requirements for the area in which the work will take place.
  - This position reports to the DTFM Program Manager

## **Experience Required**

- General knowledge of Software applications, operating IT equipment and peripherals, troubleshooting, setting up workstations and supporting Tech Refreshes, and software updates, IT inventory support, performing equipment facility checks on desktop computers, VTT, as well as reporting on status of facility heating/ventilation/AC/lighting and furnishings.
- Experience in equipment operator maintenance for equipment, such as dusting keyboards, wiping monitors, cleaning mouse trackballs, replacing projector bulbs.

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- Experience in a support role for software upgrades, patches, and computer imaging.
- Experience detecting Hardware failures and being able to identify the failures and report it to the helpdesk.
- Install new hardware onto the network and validate that Hardware installed properly.
- Provide daily user support assisting users with local equipment and be able to train users how to use equipment, as needed.
- Assist new users gain a User Identification ID to access needed systems.
- Assist users with access issues to web based training, navigating ALMS courseware, DAU, AKO, and other agency courseware.
- Promote the use of the training facilities at each installation to increase utilization of the facility.

## **Other Requirements**

Familiarity with the following systems is desired:  
Remedy, EntryPoint, ACTCS, ALMS, AKO.

Must complete and pass a NACI security investigation

**Please submit resumes to**  
**geraldine.m.durman.ctr@mail.mil**

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# ***Business Machines and Supplies Co. GmbH***

Computer and Supplies for all Systems

Presentation - Communication - AV - Multimedia

**BMS GmbH** □ Max-Planck-Straße 9 □ 61184 Karben Fon:06039 – 5656 Fax:06039-5658 EMail:Office@bmsfra.com

## **PBUSE CLERKS WANTED**

**(Experienced Non-PBUSE Logistics Personnel may also be considered)**

Date: March 4, 2016

We are now accepting resumes for qualified PBUSE Clerks or experienced non-PBUSE logistics personnel to work contractor positions in the Grafenwoehr and Vilseck Military Communities.

**Qualifications:** Applicants must have worked in a Unit Level or Battalion/Brigade level Property Book or S4 Office a minimum of six months', or must have a Certificate of Completion with a minimum of 40 hours of certified PBUSE training. Former military or active reserve with 92Y MOS experience are preferred.

U.S. applicants must meet the minimum NACI security screening check requirements to be eligible to obtain a Common Access Card and, if required, an Installation Pass. Qualified Local Nationals will have to meet the Local National Screening Program requirements to be eligible to obtain a Common Access Card and, if required, an Installation Pass.

Please send your resumes' to the below BMS GmbH representatives.

**Michael Paschall**

Deputy Project Manager

paschallmi@bmsfra.com

011 49 170 389 3691

Tony Hardin

Project Manager

hardinto@bmsfra.com

011 49 170 389 3690

Feel free to call if you have questions or need additional information.

HRB 72678 Amtsgericht Frankfurt am Main GF: Petra Fröhner-Ernst, Philipp Ernst

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## **Weiden Community**

**Door 2 Door delivery of the Stars and Stripes in American Housing through-out the Tanfleck, Freihung, Kaltenbrunn, Weiherhammer , Weiden and Troschelhammer areas.**

**Earn \$900+ monthly for approx .. 2 hours Work Per day  
Delivery Times: between 0300 - 0630 Monday - Friday**

**For more details call District Manager:**

**Tom Keys**

**Cell: 0172 6707342**

**Civ:09641 9240814**

**DSN: 475 6858**

**Keys.tom@stripes.com**

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## **Working at blackwhitediner®**

For nearly a decade **blackwhitediner** is the place where you can get the best pizza and burgers in town.

We strive to achieve this goal every single day with honest, hardworking and enthusiastic workmates.

**Join our team today and work with us!**

### ***We're Hiring!!***

#### ***In-Store Crew Members***

*Taking food orders and assisting with various in-store tasks.*

#### ***Delivery Drivers***

*Delivering food orders to customers on-post in Rose-Barracks.*

***and***

#### ***Kitchen Crew Members***

*Making Pizzas and Burgers and assisting with various kitchen tasks.*

#### ***Requirements***

*No requirements.*

**blackwhitediner**

Vilstalstrasse 16

92249 Vilseck (Schlicht)

Website: [www.blackwhitediner.com](http://www.blackwhitediner.com)

Email: [jobs@blackwhitediner.com](mailto:jobs@blackwhitediner.com)

phone: +49 175 9809890

***Apply now to join our team!***

Contact your local ACS Employment Readiness Program  
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Garmisch Military Community: 08821-750-3526

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# GENERAL DYNAMICS

## Information Technology

### [View International Jobs at General Dynamics](#)

Title: [Assistant, Office/Program](#)

Job ID: 2016-11455

Location: DEU-Grafenwoehr

Security Clearance Level: None

Job Function: Administration

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Title: [Lead Help Desk Technician - Secret Clearance - Germany](#)

Job ID: 2016-10843

Location: DEU-Grafenwoehr

Security Clearance Level: Secret

Job Function: Information Technology

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Title: [DCGS-A Field Software Service Engineer - TS/SCI - Grafenwoehr, Germany](#)

Job ID: RW250200

Location: DEU-Grafenwoehr

Security Clearance Level: Top Secret/SCI

Job Function: Information Technology

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Title: [Field Service Technician/Level 3 - Grafenwoehr, Germany - Active TS/SCI required](#)

Job ID: RW248954

Location: DEU-Grafenwoehr

Security Clearance Level: Top Secret/SCI

Job Function: Science and Engineering

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## Jobs posted in the “Hohenfels Happenings” Newsletter

### Access Control

Raytheon is looking to hire an on-call customer service oriented family member with SOFA dependent status. This individual must be able to work all shifts including weekends and holidays. Shifts vary according to operational requirements but are ordinarily 8 to 10 hours per day. This position is located in Building 100.

**Access Control Position Description:**

Monitors security cameras

Grants access to Building 100 to all visiting personnel

Answers main switchboard and transfers telephone calls

Conducts inventory of badges and keys

Grants access to individuals through secure doors within the building

Updates Daily Activity Log and Daily Access Log

After Action Review Description (AAR):

Conduct and document AAR(s) at JMRC at multiple AAR sites to include weekends

Assist in AAR End – to – End testing when specified by AAR lead

Assist in class support when specified by AAR lead

Access control consist of working shifts (early / mid / late)

Applicant must be able to obtain a US SECRET Security Clearance.

Required Education: High School Diploma

**To Apply:** Please forward your resume and any corresponding documents to

[Site\\_Admin@cmtc-is.com](mailto:Site_Admin@cmtc-is.com)

### Training and Development Specialist

**Job Description:** We are currently seeking local Status of Forces Agreement (SOFA)-sponsored dependents to work as Indirect Fires Replicators in support to analysis and feedback for military training exercises at the United States Army's Joint Multinational Readiness Center in Hohenfels, Germany. This position is On-Call and does not offer logistics support. It will actively involve the replication of indirect fires and effects in a simulated environment. If selected, you can expect to work at the Joint Multinational Readiness Center (JMRC) in Hohenfels, Germany on an as-needed basis to support training rotations for approximately two to three weeks per rotation, and six to eight times per year. Any travel expenses as needed will be paid.

**Required Skills:** Intermediate to advanced computer user skills, proficient in Microsoft Office products (Word, Excel, and Powerpoint). Experience with Mac OSX or Windows 7 (or later versions of either)

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Familiarity in U.S. Army radio/telephone procedures

Familiarity with U.S. Army map reading

Ability to work for up to 25 consecutive days in an office environment, with up to 10 of those days being consecutive with 12-hour shifts each, either day or night

Ability to obtain and maintain a local background check

**Required Education:** Bachelor's degree with 2 years of experience. Will consider 8 additional years of experience in lieu of degree.

**Desired Skills:** Prior experience in the U.S. Military or law enforcement. Experience with video and audio editing software

**To Apply:** Please send your resume and any additional relevant documents to [site\\_admin@cmtc-is.com](mailto:site_admin@cmtc-is.com).

## Administrative Assistant

Raytheon is looking to hire an organized, efficient, detail-oriented, computer skilled. Family Member to provide administrative office support. Additionally the employee will be trained in other duties related to technical suite support of After Action Review (AAR) facilities. The position requires 20-40 hours per week, generally Monday-Friday; however occasionally Saturday and/or Sunday work may be required.

**Job Description:** Provides a wide range of administrative and clerical support with additional duties of technical suite operator for After Action Review(AAR) presentations Duties will include but are not limited to organizing and maintaining files, operation of office and AAR computers and equipment, learning and utilizing computer applications related to supported functions, accurate data entry, generation of reports, charts, documents and correspondence and other materials with speed and accuracy, responding to requests for information or documents, assisting customers and performing other tasks related to office and AAR activities.

**Required Skills:** Computer and keyboard skills.

Ability to quickly learn to effectively use new computer applications

Attention to detail in work performance and data entry

**Customer service skills:** Ability to clearly express themselves in written and oral form. Adaptable to fast paced, changing environment

**Education:** Minimum of a High School Education with 1 to 5 year experience in related work. College education preferred.

**Clearance Type:** Must be able to obtain a US Secret Clearance.

Please send your resume to [site\\_admin@cmtc-is.com](mailto:site_admin@cmtc-is.com)

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**No Current Openings**

*Please Visit*  
**jobs.raytheon.com**

Be sure to change  
'Start Your Job Search' to Germany

A screenshot of the Raytheon Careers website. The header shows 'Ray Connected' and 'CAREERS AT RAYTHEON'. Below the header, the text 'WHAT'S YOUR MISSION:' is displayed. Underneath, there is a 'Start Your Job Search:' section with three dropdown menus: 'Select a Path', 'All Talent Areas', and 'Germany'. The 'Germany' dropdown is currently selected, and a 'GO' button is visible to the right.

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## [UMUC Job Search Openings](#)

Positions at UMUC: \*All open until Filled

<a href="#"><u>Behavioral Science, Sociology, Psychology, Germany, Undergraduate School - Adjunct Faculty</u></a>	Germany, Garmisch
<a href="#"><u>Computer &amp; Information Science, Germany, Undergraduate School - Adjunct Faculty</u></a>	Germany, Garmisch
<a href="#"><u>German Language, Germany, Undergraduate School - Adjunct Faculty</u></a>	Germany, Garmisch
<a href="#"><u>Mathematics &amp; Statistics, Germany, Undergraduate School - Adjunct Faculty</u></a>	Germany, Garmisch
<a href="#"><u>Political Science, Government, History, Germany, Undergraduate School - Adjunct Faculty</u></a>	Germany, Garmisch
<a href="#"><u>Science, Biology, Nutrition, Geology, Chemistry, Germany, Undergraduate School - Adjunct Faculty</u></a>	Germany, Garmisch
<a href="#"><u>Science-Germany-Undergraduate School-Adjunct Faculty</u></a>	Germany, Garmisch
<a href="#"><u>Science, Germany, Undergraduate School -Adjunct Faculty</u></a>	Germany, Grafenwoehr
<a href="#"><u>Science, Germany, Undergraduate School - Adjunct Faculty</u></a>	Germany, Hohenfels
<a href="#"><u>Academic Advisor, Germany</u></a>	Germany, Vilseck
<a href="#"><u>Back-up National Test Center Coordinator, Germany</u></a>	Germany, Vilseck
<a href="#"><u>Science, Germany, Undergraduate School - Adjunct Faculty</u></a>	Germany, Vilseck

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## Site Coordinator

**POSTING PERIOD:** Until Filled

**START WORK DATE:** ASAP

**LOCATION:** Vilsek/Grafenwoehr, Germany

**SALARY:** Start \$9.50/hour. After four months, 0.25 hour raise + HWA of 0.25 per hour after two months.

**HOURS:** Part-time as needed.

**EDUCATION:** Associate's Degree from a regionally accredited college or university preferred or one year of college with five years of experience.

**EXPERIENCE:** Must have at least two years of general office administration experience.

**REQUIRED SKILLS:** Must be proficient in Microsoft Office Applications. Must be able to communicate and coordinate effectively and work with an extremely high degree of accuracy. Must be able to work independently and under pressure. Must be familiar with social media. Must possess sales, marketing, excellent organizational skills and customer service skills.

**DUTIES:** Perform a variety of substantive administrative and clerical duties, marketing, customer service & other duties as assigned. Must have a valid USAREUR Driver License.



**Please submit application to  
Central Texas College Europe Campus  
ATTN:**

**Human Resources Director  
Julia Canaga**

**[Julia.canaga@europe.ctcd.edu](mailto:Julia.canaga@europe.ctcd.edu)**

**Applications can be downloaded from the CTC website at [www.ctcd.edu](http://www.ctcd.edu)**

**UNOFFICIAL TRANSCRIPTS MUST BE ON FILE OR PROVIDED WITH THE APPLICATION.**

**OFFICIAL TRANSCRIPTS WILL NEED TO BE SUBMITTED WITHIN 90 DAYS OF HIRE.**

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# Instructors Needed!

## Automotive Program

**Find Us on the Web**

**[www.ctcd.edu](http://www.ctcd.edu)**

**<http://www.ctcd.edu/europe>**

**CONTACT**

**Wendy Nemyer**

**Senior Academic Programs Manager**

**[wendy.nemyer@europe.ctcd.edu](mailto:wendy.nemyer@europe.ctcd.edu)**



## Requirements\*

**Minimum Associate's Degree,  
course-related classes on transcripts,  
and substantial subject-related work experience**

**ADDITIONAL INCOME!**

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# Instructors Needed!

## Criminal Justice

**Find Us on the Web**

**[www.ctcd.edu](http://www.ctcd.edu)**

**<http://www.ctcd.edu/europe>**

**CONTACT**

**Wendy Nemyer**

**Senior Academic Programs Manager**

**[wendy.nemyer@europe.ctcd.edu](mailto:wendy.nemyer@europe.ctcd.edu)**



## Requirements\*

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course-related classes on transcripts,  
and substantial subject-related work experience**

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# Instructors Needed!

- Applied Management/Military Science Management
- Automotive Mechanic/Technician
- Child Development
- Criminal Justice
- Emergency Medical Technology (EMT) \*
- Fire Protection
- Homeland Security & Emergency Management
- Hospitality Management



## CONTACT

**Wendy Nemyer**

Senior Academic Programs Manager  
wendy.nemyer@europe.ctcd.edu

## Requirements\*

Minimum Associate's Degree,  
course-related classes on transcripts,  
and substantial subject-related work experience

## ADDITIONAL INCOME!

\*Additional requirements apply for EMT instructors

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# Instructors Needed!

## Homeland Security & Emergency Management

### Find Us on the Web

[www.ctcd.edu](http://www.ctcd.edu)

<http://www.ctcd.edu/europe>

### CONTACT

**Wendy Nemyer**

Senior Academic Programs Manager

[wendy.nemyer@europe.ctcd.edu](mailto:wendy.nemyer@europe.ctcd.edu)

## Requirements\*

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course-related classes on transcripts,  
and substantial subject-related work experience

## ADDITIONAL INCOME!

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# Other Opportunities to check on-base and *apply in person*:



- Community Bank
- Service Credit Union
- Dry Cleaners
- Subway (Vilseck, Hohenfels)
- Starbucks (Grafenwoehr)
- The Wine Shop (Vilseck)



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